LRMS Circulation

Genesis G3

Circulation Basics

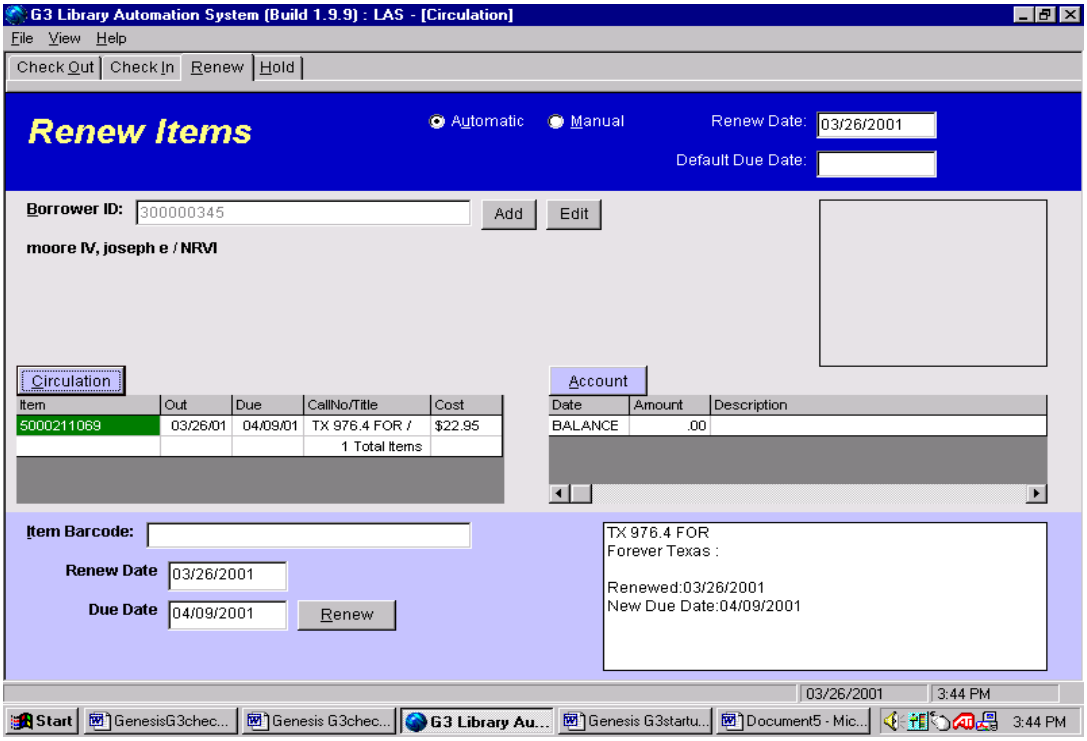
Renew

Renew steps: In Person with item to be "Renewed"

1. On the **Circulation** screen, you have four tabs labeled **Check-out, Check-In, Renew and Hold**
2. To get to the **Renew** screen from any of the other screens, you single click on the tab labeled **Renew** or *you can Hold down the **Alt** key while striking the letter **R** key*
3. Scan the barcode of the item to be Renewed
4. Repeat step 3 for all items that are being Renewed
5. Use date due labeler on the books/videos that are checked out. Works on the same principle as a grocery price labeler.

Print Receipt Steps

1. Single click on the purple **Circulation** key half way down the Renew screen or *Hold down the **Alt** key while striking the letter **C** key*
2. Another screen will pop up
3. Single click the **current Circulation** radio button at the bottom left of the screen this selects the borrower's current Circulation items
4. Single click the middle gray button at the bottom of the screen labeled **Print to receipt printer** to print a receipt for the patron showing items currently checked out and their due date
5. Press **yes** button on small pop up screen that asks if the receipt printed ok
6. Press gray **close** button next to print receipt button to close the screen or *Hold down the **Alt** key while striking the letter **C** key*. It will return to main Renew screen
7. Give patron receipt from receipt printer located under the Check out counter beneath computer



Renew steps: Borrower is present without item to be "Renewed"

1. On the **Circulation** screen, you have four tabs labeled **Check-out, Check-In, Renew and Hold**
2. To get to the **Renew** screen from any of the other screens, you single click on the tab labeled **Renew** or *you can Hold down the **Alt** key while striking the letter **R** key*
3. Hit the **F3** key located in the top row of the keyboard towards the left
4. This brings up a small screen called **Item Lookup**
5. Type in the first word or two of the title
6. Hit the **Enter** key
7. This will bring you a list of all titles that start with those words
8. Select the barcode for the correct item which is on the line below the title to be Renewed by using the mouse arrow and single click on the correct barcode or *using the down arrow key to highlight it*
9. Hit the **Enter** key
10. This will return you to the main **Renew** screen
11. Hit the **Enter** key again
12. This will Renew the item
13. Repeat steps 3 to 11 for each item to be Renewed
14. Print receipt with new due date to give to patron using steps 1 to 7 list in *Renew Steps: In person with item to be Renewed Print Receipt Steps*

Renew steps: By telephone (Public Library)

1. On the **Circulation** screen, you have four tabs labeled **Check-out, Check-In, Renew and Hold**
2. To get to the **Renew** screen from any of the other screens, you single click on the tab labeled **Renew** or *you can Hold down the **Alt** key while striking the letter **R** key*
3. Hit the **F3** key located in the top row of the keyboard towards the left
4. This brings up a small screen called **Item Lookup**
5. Type in the first word or two of the title
6. Hit the **Enter** key
7. This will bring you a list of all titles that start with those words
8. Select the barcode for the correct item which is on the line below the title to be Renewed by using the mouse arrow and single clicking on the correct barcode or *using the down arrow key to highlight it*
9. Hit the **Enter** key
10. This will return you to the main **Renew** screen
11. Hit the **Enter** key again
12. This will **Renew** the item
13. Repeat steps 3 to 11 for each item to be Renewed
14. Tell them the new due date to write down

Renew: By Phone or in person for patron who can't remember the title and doesn't have the book

1. Go to the **Check-out** screen
2. Enter the patrons barcode by hand if they know their patron number then skip step or do the following if they don't know their patron number
    - *Hit the **F3** key located in the top row of the keyboard towards the left*
    - *This brings up a small screen called **Lookup Borrower***
    - *Type in the first few letters of the patron's last name*
    - *Hit the **Enter** key*
    - *A list of all patrons with that last name will appear*
    - *You can either place the mouse arrow on the correct patron name and single click the left mouse button to highlight it, or you can use the down arrow key to highlight it*
    - *Hit the **Enter** key once the correct patron name is highlighted*
    - *This will return you the **Check-out** screen and the patrons barcode number will be in the **Borrower ID** line near the top of the screen*
    - *Hit the **Enter** key again, this will bring up the name of the borrower*

3. Single click on the purple **Circulation** button half way down the **Check-out** screen or *Hold down the **Alt** key while striking the letter **C** key*
4. Another Screen will popup
5. Single click the white circle to the left of the words **current Circulation** at the bottom left of the screen. This selects the borrower's current Circulation items
6. Read the titles off to the patron to find out which ones they want to Renew
7. Write down the barcode number for each item to e Renewed
8. Close Borrower Circulation screen by pressing the gray **close** button next to print receipt button to close the screen or *Hold down the **Alt** key while striking the letter **C** key*. It will return you to main Check out screen
9. Switch to the **Renew** screen by single clicking on the **Renew** tab or *by Holding down the **Alt** key while striking the letter **R** key*
10. Hand Enter the item's barcode
11. Hit the **Enter** key. This will Renew the item
12. Repeat 10 and 11 until all items they want to Renew are Renewed
13. Print receipt according to steps listed above if person is there, or if Renewing by phone remember to tell them the new due date.